

Adjutant General's Department

2/6/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> <i>1-Present State employees of TAG Dept</i> <i>2-All State employees'</i> <i>3-Public</i>					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1	Unclassified Full-time	NEW Chief Document Clerk http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170718	RSMS Ft. Riley	Feb 10, 2012
Ft. Riley	1,2,3	Unclassified Full-time	Mechanic I – Three (3) Positions http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170659	RSMS Ft. Riley	Feb 12, 2012
Ft. Riley	1,2,3	Unclassified Part-time (999)	Mechanic I – 999r Position http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170660	RSMS Ft. Riley	Feb 12, 2012
Ft. Riley	1,2,3	Unclassified Part-time (999)	Utility Worker http://www.da.ks.gov/ps/pub/reqinfo.asp?id=170648	CFTA, Ft. Riley	Feb 12, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Chief Document Clerk – Internal Only **RSMS – Ft. Riley**

Requisition # 170718 – Closes – February 10, 2012 – Unclassified, Full Time, State position with benefits, \$17.39 per hour. Position closes on 2/10/2012.

Job Description: The Chief Document Clerk supervises a staff of seven team members in maintaining equipment data bases, property book, inventories, and IAW supply regulations. Also contacts vendors to purchase required materials and equipment, and with USFPO Contracting and Purchasing Department for all items requiring local/national bidding. Other duties include assuring that Personal Protective Equipment purchases are properly tracked and comply with IAW and safety policies. Ensures current and accurate listing of HAZMAT inventory list. Most comply with any ISO 9000 standards and regulations. The work environment is heated and lighted, but may be drafty. Materials handled may be dirty, dusty, or greasy. Work may occur outdoors in any season of the year with average temperature extremes and occasionally during inclement weather. Will use standard office machines daily, including Microsoft Office software, and automated inventory and accounting equipment.

Minimum and Preferred Qualifications: Minimum of high school diploma or equivalent. Twenty-four (24) months of property book accountability or military/governmental accounting experience. Ability to demonstrate a working knowledge of supply/maintenance procedures. Basic computer knowledge and skills in Microsoft Word, Access, Excel, and Outlook. Preferred: Familiar with government/military supply procedures, inventory process, and form requirements, as well as experience with ISO standards and regulations. Experience supervising the work of others in a department, unit, or division for six or more months. PLEASE NOTE: Successful applicants for interview must meet minimum requirements in order to be considered for the vacancy. Please indicate all relevant prior experiences and training on your application. Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

How to Apply: Online at www.jobs.ks.gov and email your resume and any supporting documentation to janice.l.harper@us.army.mil or submit a State of Kansas Employment Summary, your resume and any supporting documentation to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891. All information must be submitted by or postmarked by the closing date. Please reference Job Posting #170718. The Adjutant General's Department is an Equal Opportunity Employer.

Mechanic I – Three (3) Positions RSMS – Ft. Riley

Requisition # 170659 – Closes – February 12, 2012 – Unclassified, Full Time, State position with benefits, \$14.30 per hour. Position closes on 2/12/2012.

Job Description: Maintain & repair heavy-duty equipment such as tractors, large & small trucks, & accessory equipment. Perform service or repair on voltage regulators, generators, brakes, fluids and other components. Assist in removing, repairing & replacing drive train components. Perform minor body, fender & metal case repairs. Tools will be provided.

Minimum and Preferred Qualifications: Requires one year of experience &/or training in auto or heavy equipment repair. Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: Online at www.jobs.ks.gov and email your resume and any supporting documentation to janice.l.harper@us.army.mil or submit a State of Kansas Employment Summary, your resume and any supporting documentation to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891. All information must be submitted by or postmarked by the closing date. Please reference Job Posting #170659. The Adjutant General's Department is an Equal Opportunity Employer.

Mechanic I – 999 Hours Per Year Position RSMS – Ft. Riley

Requisition # 170660 – Closes – February 12, 2012 – Unclassified, Part Time, State position with NO benefits, \$14.30 per hour. Position closes on 2/12/2012.

Job Description: Maintain & repair heavy-duty equipment such as tractors, large & small trucks, & accessory equipment. Perform service or repair on voltage regulators, generators, brakes, fluids and other components. Assist in removing, repairing & replacing drive train components. Perform minor body, fender & metal case repairs. Tools will be provided.

Minimum and Preferred Qualifications: Requires one year of experience &/or training in auto or heavy equipment repair. Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: Online at www.jobs.ks.gov and email your resume and any supporting documentation to janice.l.harper@us.army.mil or submit a State of Kansas Employment Summary, your resume and any supporting documentation to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891. All information must be submitted by or postmarked by the closing date. Please reference Job Posting #170660. The Adjutant General's Department is an Equal Opportunity Employer.

Utility Worker Camp Funston Training Area – Ft. Riley

Requisition # 170648 – Closes – February 12, 2012 – Unclassified, Part Time with NO State Benefits, \$11.21 per hour.

Job Description: The position is being hired to perform lawn and ground care during the summer season. Employee will perform mowing and trimming and will also perform some outside building and ground maintenance.

Minimum and Preferred Qualifications: Prefer skills in the use of tools and in the operations of machinery and equipment commonly used in lawn and ground care and in maintenance and repairing building systems; knowledge of work hazards and necessary safety precautions. Also prefer at least 6 months experience in one of the mechanical and/or building trades and the ability to interpret equipment technical manuals and building schematics. Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Secret Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

How to Apply: Online at www.jobs.ks.gov and email your resume and any supporting documentation to janice.l.harper@us.army.mil or submit a State of Kansas Employment Summary, your resume and any supporting documentation to: The Adjutant General's Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. You may also apply by contacting Dave Smith at (785) 239-8294, or apply at CFTA at Bldg 1524, Camp Funston, Ft. Riley, KS 66442. All information must be submitted by or postmarked by the closing date. All information must be submitted by or postmarked by the closing date. Please reference Job Posting #170648. The Adjutant General's Department is an Equal Opportunity Employer.

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